

**Division of Human Resources  
Office of Examination Services  
Staff Services Manager (SSM) I and II exams  
Frequently Asked Questions  
September 6, 2006**

Updated FAQs are underlined.

**1. Did the State Personnel Board approve the abolishment of the SSM I & II lists?**

Yes. SPB approved the abolishment of the SSM I & II lists at the September 5, 2006 Board Meeting. The Department is now able to move forward with new exams and has contracted with SPB for the re-administration of these exams.

**2. When will the bulletin be released?**

The bulletin will be released September 6, 2006.

**3. Will I have to re-file for the exam?**

If you filed an application for the cancelled exams by July 13, 2006, it will be accepted for the new exam(s). You will also have the option to submit an updated application.

**4. When will the written tests be administered?**

It is anticipated that the written tests will be administered in November 2006.

**5. If I took the exam in 2001 or 2003, do I need to retake the test?**

Yes.

**6. Will the rescheduled exams be conducted on a Saturday?**

Yes.

**7. Will others who did not take the initial exam be allowed to take the re-exam?**

Yes.

**8. Will the new exams be the same type of examination?**

Yes.

**9. If I have a schedule conflict with the exam date, will I be allowed to re-schedule?**

Yes, if one of the following conditions apply on the date of the exam:

- Religious conflict
- A military obligation
- An official department assignment
- Family illness or death which prevents employee's participation (with substantiation)
- Pre-paid vacation (with substantiation)
- Jury duty or under subpoena to appear in court
- Natural occurrences which result in transportation stoppage
- The original test date is changed resulting in a conflict
- Test notice fails to reach the candidate and candidate notifies the exam office at least 3 days prior to the written test date

**10. The eligible lists from the last several administrations of the SSM I & II exams have been “rule of three ranks.” Will the new list also be “rule of three ranks?”**

No. The resulting lists will be “nine-rank lists.”

**11. What is a “nine-rank” list?**

When a new list is established there will be nine ranks. Individuals in the first three ranks will be reachable and eligible to be hired. Once a rank is cleared (from the top three ranks), individuals in the next rank will be eligible to be hired.

**12. What is a “rule of three ranks” list?**

All candidates who passed the exam were placed in three ranks, all of which would be “reachable” for consideration for appointment.

**13. When will the new list be available?**

It is anticipated that the new list will be released in December 2006.